DOCUMENT RESUME

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ABSTRACT

This document contains the occupational duty/task lists for three occupations in the cosmetology series. Each occupation is divided into a number of duties. A separate page for each duty in the occupation lists the tasks in that duty along with its code number and columns to indicate whether that particular duty has been taught and to provide space for comments. The occupations are basic operator, manicurist, and facialist. The occupational duty/task lists are the result of an extensive two-step development process in which information on current occupational requirements was gathered from such sources as consortia, trade associations, and current curriculum materials and was then synthesized by industry representatives, vocational instructors, and state-level representatives. (KC)

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DUTY TASK LIST

BASIC OPERATOR
MANIPULATIVE
FACTUAL

CE051527

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OKLAHOMA OCCUPATIONAL TESTING CENTER

OKLAHOMA OCCUPATIONAL TESTING CENTER

INTRODUCTION:

Today's vocational instructors and administrators are faced with a myriad of important questions. They are searching for methods of providing accountability for students' acquisition of knowledge and skills as related to a constantly changing job market.

The Oklahoma Occupational Testing Center is in the business of eliminating some of the guesswork in answering today's tough questions. The professional staff, using a thorough and valid methodology, has developed duty/task lists for over 150 occupations in vocational education. Additional occupational duty/task lists will be made available as development is completed. These duty/task lists will help answer the following questions:

- Are students being prepared for today's jobs?
- What should today's vocational instructors be teaching?
- Is the curriculum addressing industry needs and is it up-to-date?
- How can vocational programs be improved?
- What in-service programs are needed for instructors?

BACKGROUND:

The occupational duty/task lists are the result of an extensive development process. Information regarding the occupational skills needed for employment is gathered from a number of sources such as consortia, trade associations, and current curriculum materials. This information is then synthesized by: 1) industry representatives, 2) vocational instructors, and 3) state level vocational representatives. The end result is a listing of occupations and the specific duties and tasks within each occupation. After dissemination for field review a committee of industry and vocational representatives revise the duty/task list to its final form.

USES:

The Oklahoma Occupational Testing Center's Duty/Task Lists are designed to be of value to a vocational program in several ways:

- Improving program planning
- Documenting industrial standards
- Evaluating curriculum and instruction
- Tracking individualized instruction*
- Using as a discussion tool with advisory committees
- Developing up-to-date job descriptions
- Performing self-evaluations
- Performing administrative program evaluations

INFORMATION:

To find out more about the Oklahoma Occupational Testing Center, call toll free:
1-800-654-4502.
Ask for our free catalog, listing over 150 occupations for which duty/task lists are available. CIMC curriculum materials related to these lists may also be available.

*A Progress Chart is provided for tracking individualized instruction.

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Oklahoma Occupational Testing Center

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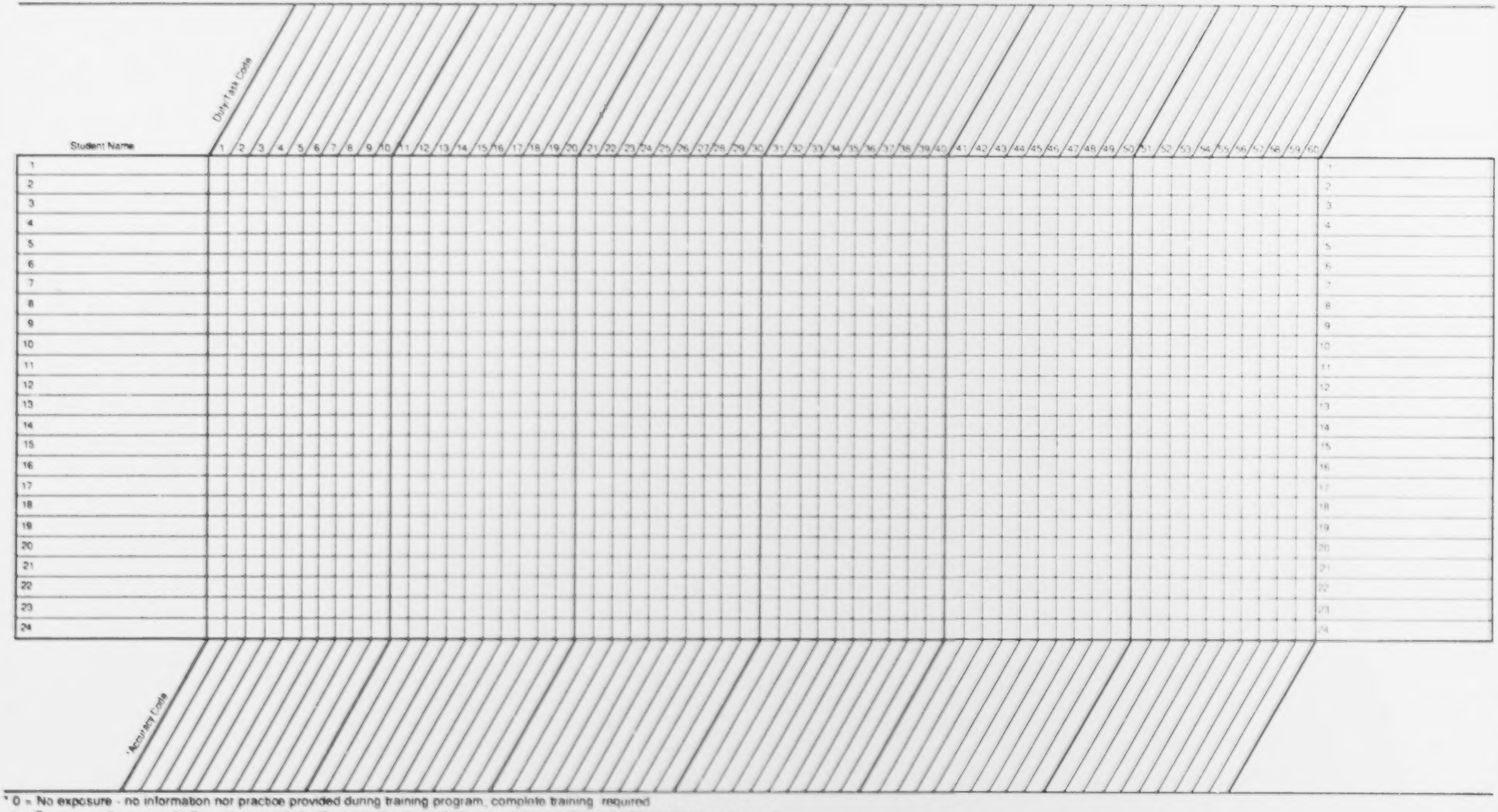
PROGRESS CHART

OKLAHOMA OCCUPATIONAL TESTING CENTER

Program

Oklahoma State Department of Vocational and Technical Education

Date



* 0 = No exposure - no information nor practice provided during training program, complete training required
1 = Exposure only - general information provided with no practice time, close supervision needed and additional training required
2 = Limited practice - has practiced during training program, additional training is required to develop skill
3 = Moderately skilled - has performed independently during training program, limited additional training may be required
4 = Skilled - can perform independently with no supervision

This chart may be duplicated as needed

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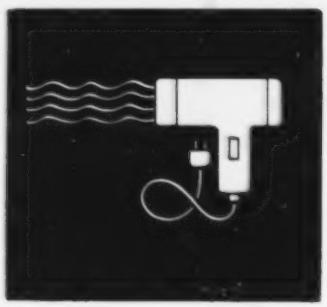
DUTY/TASK LISTS

COSMETOLOGY SERIES



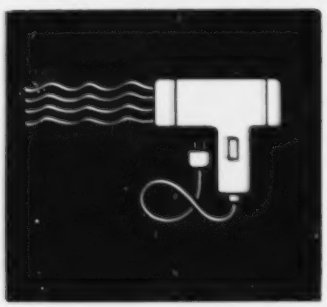
OCCUPATIONS:

1. Basic Operator
2. Manicurist
3. Facialist

OKLAHOMA OCCUPATIONAL TESTING CENTER

DUTY/TASK LIST

COSMETOLOGY SERIES



OCCUPATION 1: BASIC OPERATOR

DUTIES:
A. Perform General Cosmetology Functions (Core)
B. Perform Basic Operator Functions

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **BASIC OPERATOR**

DUTY: **Perform General Cosmetology Functions (Core)**

CODE	TASK	TAUGHT	COMMENTS
A.01	Identify cosmetology careers		
A.02	Display professionalism		
A.03	Administer basic first aid		
A.04	Exhibit safety procedures		
A.05	Develop receptionist skills		
A.06	Recognize the characteristics and functions of the skin		
A.07	Identify common disorders and diseases		
A.08	Perform color analyses		
A.09	Perform basic massage		
A.10	Analyze products' pH levels		
A.11	Analyze physical characteristics of clients		
A.12	Use basic principles of bleaching		
A.13	Demonstrate salon marketing skills		
A.14	Manage a salon		
A.15	Buy, lease, or build a salon		

OCCUPATION: BASIC OPERATOR

DUTY: Perform Basic Operator Functions

CODE	TASK	TAUGHT	COMMENTS
B.01	Analyze the hair and scalp		
B.02	Recognize hair and scalp disorders		
B.03	Brush and perform scalp manipulation		
B.04	Demonstrate knowledge of theory of shampoos		
B.05	Give a plain shampoo		
B.06	Perform various types of shampoos		
B.07	Demonstrate knowledge of the theory of rinses and conditioners		
B.08	Apply rinses		
B.09	Apply conditioners		
B.10	Perform scalp and hair treatments		
B.11	Mold "C" shaping		
B.12	Perform fingerwaving		
B.13	Perform pin curling		
B.14	Wet set top panel with rollers		
B.15	Wet set side panel with rollers		
B.16	Wet set back panel with rollers		
B.17	Wet set basic styles		
B.18	Style hair with blow dryer		
B.19	Utilize curling irons and heat rollers		
B.20	Perform thermal pressing		
B.21	Perform thermal curling		
B.22	Cut hair with scissors		

OCCUPATION: BASIC OPERATOR

DUTY: Perform Basic Operator Functions (Continued)

CODE	TASK	TAUGHT	COMMENTS
B.23	Cut hair with razor		
B.24	Cut hair with clippers		
B.25	Cut men's hair		
B.26	Cut children's hair		
B.27	Demonstrate knowledge of the theory of permanent waving		
B.28	Give a basic permanent wave		
B.29	Practice various methods of permanent waving		
B.30	Demonstrate knowledge of chemistry related to hair relaxing		
B.31	Practice procedures for chemical hair relaxing		
B.32	Define hair coloring		
B.33	Demonstrate knowledge of the basic principles of hair coloring		
B.34	Take preliminary hair coloring precautions		
B.35	Perform temporary hair coloring		
B.36	Perform semi-permanent hair coloring		
B.37	Perform aniline derivative tints		
B.38	Demonstrate basic principles of hair lightening		
B.39	Lighten hair (full coverage, single process)		
B.40	Lighten hair (full coverage, double process)		
B.41	Demonstrate special effects of hair coloring		
B.42	Restore hair color		
B.43	Remove hair tints		

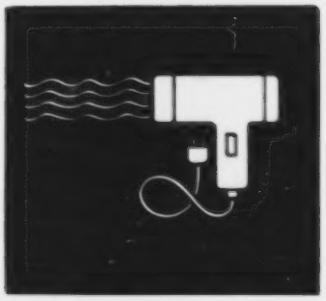
OCCUPATION: BASIC OPERATOR

DUTY: Perform Basic Operator Functions (Continued)

CODE	TASK	TAUGHT	COMMENTS
B.44	Perform corrective lightening procedures		
B.45	Perform braiding		
B.46	Style wigs		
B.47	Use hairpieces		

DUTY/TASK LIST

COSMETOLOGY SERIES



OCCUPATION 2: MANICURIST

DUTIES:
- A. Perform General Cosmetology Functions (Core)
- C. Perform Basic Manicuring Functions
- D. Perform Manicure Specialty Functions

OCCUPATION: **MANICURIST**

DUTY: **Perform General Cosmetology Functions (Core)**

CODE	TASK	TAUGHT	COMMENTS
A.01	Identify cosmetology careers		
A.02	Display professionalism		
A.03	Administer basic first aid		
A.04	Exhibit safety procedures		
A.05	Develop receptionist skills		
A.06	Recognize the characteristics and functions of the skin		
A.07	Identify common disorders and diseases		
A.08	Perform color analyses		
A.09	Perform basic massage		
A.10	Analyze products' pH levels		
A.11	Analyze physical characteristics of clients		
A.12	Use basic principles of bleaching		
A.13	Demonstrate salon marketing skills		
A.14	Manage a salon		
A.15	Buy, lease, or build a salon		

OCCUPATION: MANICURIST

DUTY: Perform Basic Manicuring Functions

CODE	TASK	TAUGHT	COMMENTS
C.01	Recognize arm and hand anatomy and nail structure		
C.02	Prepare for a manicure		
C.03	Determine hand, arm, and nail condition		
C.04	Perform manicure		
C.05	Perform manicure related services		
C.06	Recognize leg and foot anatomy		
C.07	Prepare for pedicure		
C.08	Perform a pedicure		

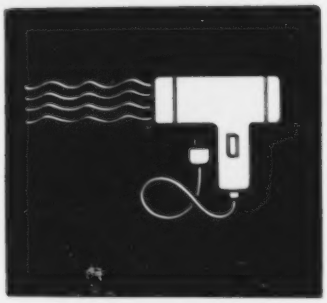
OCCUPATION: **MANICURIST**

DUTY: **Perform Manicure Specialty Functions**

CODE	TASK	TAUGHT	COMMENTS
D.01	Prepare for silk wrapping		
D.02	Prepare for free sculpture nails application		
D.03	Perform free sculpture nails application		
D.04	Prepare for nail tips (caps) application		
D.05	Perform nail tips (caps) application		
D.06	Prepare for gel nail sculpturing		
D.07	Perform gel nail sculpturing		
D.08	Remove artificial nails		
D.09	Perform nail art		

DUTY/TASK LIST

COSMETOLOGY SERIES



OCCUPATION 3: FACIALIST

DUTIES:
- A. Perform General Cosmetology Functions (Core)
- E. Perform Basic Facial Functions
- F. Perform Facial Specialty Functions

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OCCUPATION: **FACIALIST**

DUTY: **Perform General Cosmetology Functions (Core)**

CODE	TASK	TAUGHT	COMMENTS
A.01	Identify cosmetology careers		
A.02	Display professionalism		
A.03	Administer basic first aid		
A.04	Exhibit safety procedures		
A.05	Develop receptionist skills		
A.06	Recognize the characteristics and functions of the skin		
A.07	Identify common disorders and diseases		
A.08	Perform color analyses		
A.09	Perform basic massage		
A.10	Analyze products' pH levels		
A.11	Analyze physical characteristics of clients		
A.12	Use basic principles of bleaching		
A.13	Demonstrate salon marketing skills		
A.14	Manage a salon		
A.15	Buy, lease, or build a salon		

OCCUPATION: **FACIALIST**

DUTY: **Perform Basic Facial Functions**

CODE	TASK	TAUGHT	COMMENTS
E.01	Recognize face and neck anatomy		
E.02	Prepare for a facial		
E.03	Determine the condition of the skin		
E.04	Perform a facial		
E.05	Remove superfluous hair		
E.06	Perform facial related services		
E.07	Prepare for a make-up application		
E.08	Apply basic make-up		
E.09	Apply corrective make-up		

OCCUPATION: **FACIALIST**

DUTY: **Perform Facial Specialty Functions**

CODE	TASK	TAUGHT	COMMENTS
F.01	Identify enemies of the skin		
F.02	Perform aromatherapy		
F.03	Perform facials without the aid of machines		
F.04	Perform facials with the aid of machines		
F.05	Demonstrate basic principles of stage make-up		
F.06	Plan stage make-up		
F.07	Apply stage make-up		